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Prof, Adm Svcs

AUG 7 1951

MEMORANDUM FOR: Deputy Director of Central Intelligence  
 Deputy Director (Plans)  
 Deputy Director (Administration)  
 All Assistant Directors  
 All Chiefs of Administrative Offices

SUBJECT: Travel Expense

REFERENCE: Paragraph 6.0 a.(1), Confidential Funds Regulations

1. Official foreign travel of Deputy Directors and Assistant Directors may be on an actual expense basis unless otherwise directed by the Director or appropriate Deputy Director.

2. Deputy Directors and Assistant Directors may authorize foreign temporary duty travel on an actual expense basis for their subordinates when such status is considered desirable and warranted by the circumstances requiring the travel.

3. Expenditures under this authorization will be accountable under the provisions of Confidential Funds Regulations. Reimbursement vouchers will be submitted to the Finance Division of the Comptroller's Office. All reimbursement will be from unvouchered funds.

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WALTER B. SMITH  
 Director of Central Intelligence

cc:Signer (2)

Document No. 070  
 NO CHANGE in Class. ☐  
☐ DECLASSIFIED  
 Class. CHANGED TO: TS S (C) 25X1  
 DPA Memo, 4 Apr 77  
 Auth: BDA REG. 77/1763  
 Date: 6 APR 1979 By:

ADMINISTRATIVE SERVICES

cc: Del. of Auth file ✓  
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 Trans. file AUG 8 10 32 AM '51  
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Approved For Release 2002/07/31 : CIA-RDP54-00177A000200050037-7

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